

Selection

- ❖ Policy: ...staff selects and acquires materials that meet the interests of our community.
- Selection may be limited by budget and city procurement code - Assess and acquire materials that support the library's mission and in response to the needs and interests of a diverse population
- Materials may be re-evaluated upon request

Guidelines

- Positive professional reviews
- Popularity
- Accuracy, currency and impartiality of information
- Cost and availability from contracted vendors
- Reputation of the author or publisher
- Format suitable for circulation in a public library

Methodology and Tools

- CollectionHQ and ESP: Software that analyzes our collection and usage patterns over time
- Purchasing profiles with contracted vendors: Guide which new materials are suggested for purchase by our vendor based on usage patterns
- Professional knowledge: Keeping up to date on upcoming releases, publishing trends, pop culture, etc.

Reconsideration

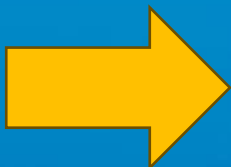
American Library Association - Freedom to Read

Recognizes that freedom of access is a fundamental tenet of a public library

- Before requesting a title be reconsidered, patrons are asked to read the Freedom to Read statement. They must then fill out a form citing which title they object to, the specifics of their objection, and indicate if they have read the entire title or read any reviews of the title.
- After a request is submitted by a patron, it is reviewed by the Collection Management Coordinator. The Coordinator will review the objection for validity in the material, research reviews and any other critical information available and may ask for input from other professionals in determining if the objection is valid and the item should be removed from the collection.
- In the past 10 years, Scottsdale Public Library has averaged less than 3 requests for reconsiderations per year.
- No materials have been removed because of a request.



Material Reconsideration Form



Customer's Request for Reconsideration of Library Materials

Freedom of access is a fundamental tenet of a public library. Before submitting this form, we ask that you read the attached copies of the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

Yes, I have read the attached and wish to continue with a formal reconsideration of the material: ☐

Public Library System

Author or Performer (if applicable) _____

Check One: ☐ Book ☐ CD ☐ DVD
☐ Magazine ☐ Other _____

1. What do you find objectionable about this title? (Please be specific: cite pages or specific scenes, songs, etc.)

2. Have you read, viewed, listened to the entire title? _____ If not, what parts?

3. Have you read any reviews evaluating this title? _____ If yes, what reviews?

4. Additional Comments: _____

Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____

Your completed *Request for Reconsideration of Library Materials* will result in a re-evaluation of the title by the Collection Development Coordinator. A written reply will be mailed to you within four weeks of the date of your request.

Date Received _____

Scottsdale Public Library System
Collection Development Coordinator
Civic Center Library
3839 N. Drinkwater Blvd.
Scottsdale, AZ 85251-4452
480-312-READ (7323)

<https://www.scottsdalelibrary.org/library-policies>

Materials Selection Policy COL-1

Helpful Links

